



PURCHASING DEPARTMENT
CITY OF HUNTINGTON BEACH
2000 MAIN STREET
HUNTINGTON BEACH, CA 92648-2702

10-0201
Quotation Number
Show this number on outside of
your envelope.

REQUEST FOR QUOTATION

Date: January 14, 2010
Bids will be received until 4:00pm
February 1, 2010
at the office of the Purchasing
Division.

Marilyn Goldstein
<mailto:mgoldstein@surfcity-hb.org>

«Company»
«Address»
«Citystzip»
«Attn»

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		VEHICLE CLEANING – POLICE DEPARTMENT VEHICLES		
		APPROXIMATELY 250		
		This job requires that the contractor work during the hours of 7:00am and 5:00 pm Monday, Wednesday and Friday.		
		Monday – Friday – Marked Vehicles Only		
		Wednesday – Unmarked Vehicles Only		
		Specifications on following pages		
		Appendix I Bid Schedule must accompany bid along with this signed page		
		Awarding vendor must have a Business License		

Any questions regarding the specification, exceptions or approved equals must be put in writing to the above buyer.

*If the bidder is responding from our Website you must notify the appropriate buyer, which is listed on the front page of the RFQ.
This is to notify the bidder of any addendums that may occur during the bidding process.*

Quotations are requested for furnishing the items described in accordance with terms set forth herein. All quotations must be F.O.B. delivered. The detailed specifications or brand names or numbers given herein is descriptive and indicates quality and style of item required. Offer to supply articles substantially the same as those described herein will be considered provided the articles offered are equal in quality, durability, and fitness for the purpose intended. Acceptability of alternates will be determined solely by the City of Huntington Beach

Delivery to be made on or before:

or _____ days from receipt of
order.

Address you reply to:

Purchasing Division
City of Huntington Beach

2000 Main Street
Huntington Beach CA 92648-2702
(714) 536-5221

**All quotations must be
signed**

Signature

Print Name

Title _____

Date _____

Phone Number _____

Total _____

SalesTax _____

Total _____

Terms _____ % _____ days

Email: _____

**EMAIL AND FAXED
BIDS ARE NOT ACCEPTED**

THIS IS NOT AN ORDER

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INSTRUCTIONS TO BIDDERS

1.01 General

These instructions to BIDDERS are for the complete project known as:

10-0201 Vehicle Cleaning. The project will be submitted in strict accordance with the specifications as prepared by the City of Huntington Beach and procedures set fourth by the Police Department. The amount of each RFQ shall be deemed to include the entire cost and expense of every item of labor and material necessary to complete the work proposed upon, as specified, in full detail, ready for use. The successful bidder shall assume the risk of all such costs and expenses. It is the intent of the specifications to call for finished work, tested, and ready for operation. Any incidental accessory necessary to make the work complete in all respects and ready for operation, even if not particularly specified, shall be provided without extra compensation. Minor products or items of work, which by custom are not usually shown or specified, but are necessary for proper installation and operation of the completed work, shall be provided in the same manner as if actually shown or specified.

During maintenance activities, there may be delays due to various reasons. These needs are to be taken into consideration in your submitted RFQ proposal. The Police Department will not authorize extra compensation for these delays. The department will assign a representative to work with the selected contractor as liaison.

City Representative(s):

Name: Guy Dove

Title: Police Sergeant

Tel # (714) 374-1700

Purchasing Representative(s):

Name: Marilyn Goldstein

Title: Buyer

Tel. # (714) 374-1569

Fax # (714) 374-1530

1.02 RFQ Schedule (Appendix I to be submitted with proposal)

The project shall be proposed as per specifications for the complete project.

A. Labor may be separated from the equipment and the dollar amount totaled separately.

B. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the RFQ, and subject only to cash discount.

C. Addendums should be priced out separate from Base RFQ.

1.03 Scope of Work

Vehicle Cleaning

Contractor will provide all labor, equipment, materials and transportation (delivery) to perform pressure washing and steam cleaning services for the City of Huntington Beach. Cleaning shall include debris removal and high-pressure washing to remove dust and grime from structures, benches and concrete surfaces, and steam cleaning to remove accumulated dirt and grime from vehicles.

Contractor shall work at the direction of the City's Representative and clean all surfaces specified by the City at each location every service visit. As needed detailing of vehicles, these vehicles may be driven to vendor facility. Car Washing will not be allowed if it is raining. Contractor shall use a high pressure cleaning system with vacuum extraction of the rinse water to an onsite wastewater cleaning system that removes oil, grease, metals and solids for cleaning vehicles. Pretreated waste rinse water shall be discharged to the sanitary sewer. Offsite treatment and disposal of waste rinse water is unacceptable. Any chemical solvents or cleaning products used in the cleaning process must be approved by the City of Huntington Beach for sewer discharge or removed from the waste rinse water during the pretreatment process. The Contractor shall pick-up all liquid rinse water, leaving minimal residual surface moisture, and shall provide containment devices to prevent runoff from entering gutters and drains. No pollutants or cleaning stream may enter adjacent vegetation, storm drain systems or waterways. "Zero Discharge" shall be maintained at all times and shall comply with both Federal and State Guidelines per title 22.

1.04 Location and Examination of Site

1. The work will be performed at: Multiple Locations (see Appendix II)
2. All contractors proposing for this project are required to visit and examine the site before proposing, and to verify job conditions and dimensions.

1.05 Contractor Qualification Requirement

The contractor shall demonstrate capability to execute this contract by submitting evidence of the following:

1. Ability to perform the contractual services as reflected by technical training and education; general experience, and specific experience in providing the required supplies, materials, equipment or contractual services; and the qualifications and abilities of personnel proposed to be assigned to perform the contractual services; the personnel, equipment, and facilities to perform the contractual services currently available or demonstrated to be made available at the time of contracting; and, a record of past performance of similar work in regard to supplies, materials, equipment or contractual services.

2. The Contractor shall use only skilled workmen who are trained and experienced in the necessary crafts and familiar with the specifications and methods needed to properly perform the work required by this project.
3. The Contractor business location must be located within 8 miles of city limits.
4. Contingent upon award of contract, City's Representative will inspect contractor business location to make sure business can perform all services requested.
5. The Contractor shall provide with bid a written list of not less than three (3) references, that he has a minimum of three (2) years of continuous experience in the type of preparation and application required by this project.

1.06 Codes, Rules, Ordinances & Approvals

1. All materials furnished and all work performed shall comply with all the latest, at the time of service, applicable State and Local codes, laws and ordinances, rules and regulations.
2. It is the intention that the specifications not violate any of the above. Where violations occur, such codes, laws, rules, ordinances, regulations and recommendations shall be complied with. The Contractor must call any and all such violations to the attention of the project representative before making any changes to the specifications or proceeding with work.
3. The Contractor shall at his expense give all notices, obtain all permits, licenses and approvals; pay all government taxes, fees and other costs in connection with the work; and obtain all required certificates of inspection for the work and deliver same to the project representative before requesting acceptance and final payment. All apparatus, equipment and maintenance activities shall comply with the recommendations of the Cal-OSHA and approved revisions.

1.07 Protection of Work and Property

Use of Premises

1. Nothing contained in the specifications shall be interpreted as giving the contractor exclusive use of the premises where the work is to be performed.
2. The contractor shall be held solely responsible for any and all damage to the existing structures; systems, equipment and site caused by him or his employees and shall repair or replace it to their original condition as directed at no additional cost to the Agency. The work in this contract shall not interfere with the normal conditions and safe operation of the public and if such interference appears possible because of new connections to existing work or other reasons, the work involved must be done at a time and in a manner directed by the Agency as a part of the contract.
3. All equipment, furnishings, grounds landscaping, etc., shall be protected from damage of every description and any such damage thereto shall be repaired or otherwise made good at no expense to the City and to the satisfaction of the Agency Representative.
4. The contractor shall supply and install any and all protective coverings and barricades necessary to protect at all times the public and Agency personnel and the building from injury. The contractor shall provide and install all plastic sheeting, batten cleats and other

materials, which he may require to protect all open, unfinished work at the end of each and every day.

3. The contractor shall be held responsible for, and must make good at his own expense, any water damage or any other cause of damage due to improper protection.

4. Due to the nature of this Agency, it is mandatory that all rules and regulations are strictly adhered to and the necessary precautions taken.

5. The contractor shall, during the progress of the construction, assume all responsibilities for loss or damage by fire to the work included in his contract until completion of the contract. No flammable material shall be stored in the structure in excess of the amounts allowed by the authorities.

6. The contractor is responsible to assure that all work is performed in accordance with all current State regulations including, but not limited to, OSHA, State Fire Codes, 2001 California Building Code and all Huntington Beach Codes.

7. The contractor will at all times keep the premises free from the accumulation of waste materials or rubbish caused by his employees or work. All accumulated material shall be removed from the site daily at the contractor's expense.

Internal Construction Activities - Any or all of the following measures may be used depending on the scope of the project:

a. Construct barriers to prevent dust from construction areas from entering workspace areas. Barriers must be impermeable to fungal spores and in compliance with local fire codes.

b. Seal off and block return air vents if rigid barriers are used for containment.

c. Implement dust control measures on surfaces and divert pedestrian and vehicular traffic away from work zones.

d. If necessary, create negative air pressure in work zones adjacent to areas and insure that required engineering controls are maintained. Monitor negative airflow.

e. Monitor barriers and insure integrity of it. Repair gaps or breaks in barrier joints.

f. If practical, seal windows in work zones.

g. Direct pedestrian and vehicular traffic away from construction zones.

h. Provide construction crews with: Designated entrances, corridors and elevators if possible, essential services (e.g., bathroom facilities) and a space for changing clothing and storing equipment.

i. Contractor shall clean work zones and their entrances daily.

j. Contractor shall cover and secure debris prior to removal from the construction area.

k. For major repairs that include removal of walls and disruption of the space within, the contractor shall use plastic sheets or prefabricated plastic units to contain dust and a HEPA (High Efficiency Particulate Air) filter machine to clean the air.

l. Upon completion of the project, contractor shall clean the work zone according to Agency procedures, prior to removing the construction barriers.

9. Due to the nature of this Agency, it is required that all rules and regulations be strictly adhered to and the Agency's schedule must be maintained. The contractor shall keep the City's representative informed as to location and hours of operations so that necessary precautions can be taken if needed.

10. Fire Protection:

The contractor shall, during the progress of construction, assume all responsibilities for loss or damage by fire to the work included in his contract until completion of the contract. No

flammable material shall be stored in the structure in excess of amounts allowed by the authorities. No gasoline shall be stored in or close to any building at any time.

11. A) The contractor shall not, at any time, for any reason, or by any means, block, impede or inhibit the free flow of egress for example hallway and exit doors.

B) The Contractor shall ensure free and unobstructed access to emergency services and for fire, police, and other emergency forces.

C) The contractor shall ensure that additional fire-fighting equipment and trained personnel are on site as required by OSHA and other regulatory authorities.

D) The Contractor shall prohibit his employees from smoking in the buildings, or in the areas adjacent to construction areas.

E) The Contractor shall develop and enforce storage, housekeeping, and debris removal practices that reduce the building's flammable and combustible fire load to the lowest feasible level.

F) The Contractor shall provide and maintain his own independent portable toilet accommodations in accordance with 7-8.4 of the Special Provisions (unless approved otherwise).

G) The contractor shall supply to the agency a copy of all Material Safety Data Sheets (MSDS) for all products used in the process of construction, construction materials and products brought onto the premises.

12. The Contractor shall secure and his unfinished work areas at the close of business each day to preclude passage by any and all unauthorized persons.

1.08 Security Regulations

All workers must have background checks completed prior to start of work.

Tools/Equipment Control & Vendor Conduct

The following regulations and guidelines are "general" in nature and vendor(s) may be subject to more restrictive regulations and guidelines while performing work in any one of the City facilities.

TOOLS:

All tools are to be accounted for at all times.

At NO time shall tools or equipment be left unattended.

At the end of the day, tools left behind MUST be secured with a padlock.

EMPLOYEE CONTACT:

Contractors shall NOT have any contact with employees, exception to be employees that are involved with the work to be performed.

WEAPONS & ILLEGAL SUBSTANCES:

NO Weapons, Alcohol, or Drugs shall be brought onto Agency and smoking provisions should comply with California Government Code Sections 7596-7598 (within 20 feet of entrances, exits and operable windows.

SAFETY

All injuries shall be immediately reported to the work crew supervisor and City representative.

All workers shall remove ignition keys and lock their vehicles and equipment. No parking in fire lanes unless otherwise specified.

Egresses cannot be blocked.

No disruption to fire alarm/fire suppression systems without prior notification/approval. The integrity of the Agency cannot be tampered with.

1.09 Notice to Proceed

The contractor shall not start work until he has a fully executed approved purchase order.

1.10 Term of Contract

The term of this agreement shall be 1 year, tentative start date November 1, 2010. This contract may be renewed by mutual agreement of both parties for one 2-year extensions. City does not have to give reason if it elects not to renew. If City and contractor are unable to agree on a mutually acceptable contract, the agreement shall be terminated.

Vehicle Cleaning

This job requires that the Contractor work during the hours of 7:00AM and 5:00PM Monday through Friday. Once the contractor has established a schedule, no deviation will be allowed for any reason unless prior arrangements have been made with the City Representative. Rain makeup days with prior approval only.

The Contractor shall provide safe access to the work for use by the City representative for an inspection of the work with the contractor's representative.

1.11 Salvage and Disposal

The Contractor shall properly dispose of all solid and liquid waste generated by the Contractor's cleaning process. Wastewater shall be pretreated and disposed of in the sanitary sewer, in accordance with the City Wastewater Discharge Permit. Hazardous solid and liquid waste shall be characterized, manifested and sent to the appropriate class disposal site. Non-hazardous solid waste shall be removed from City property disposed of in the Contractor's own waste receptacle. The Contractor is prohibited from using City waste receptacles for this purpose.

The price for disposal of **wastewater and non-hazardous solid waste** shall be included in the total amount for each cleaning bid item. The price for characterization, manifesting, transportation and disposal of **hazardous waste** shall be included in the total amount for each cleaning bid item.

1.12 Billing

Contractor is responsible to provide on a daily basis the vehicle numbers that have been cleaned. This information will be given to a Police City Representative, person to be determined once award of contract

APPENDIX I

Bid Schedule

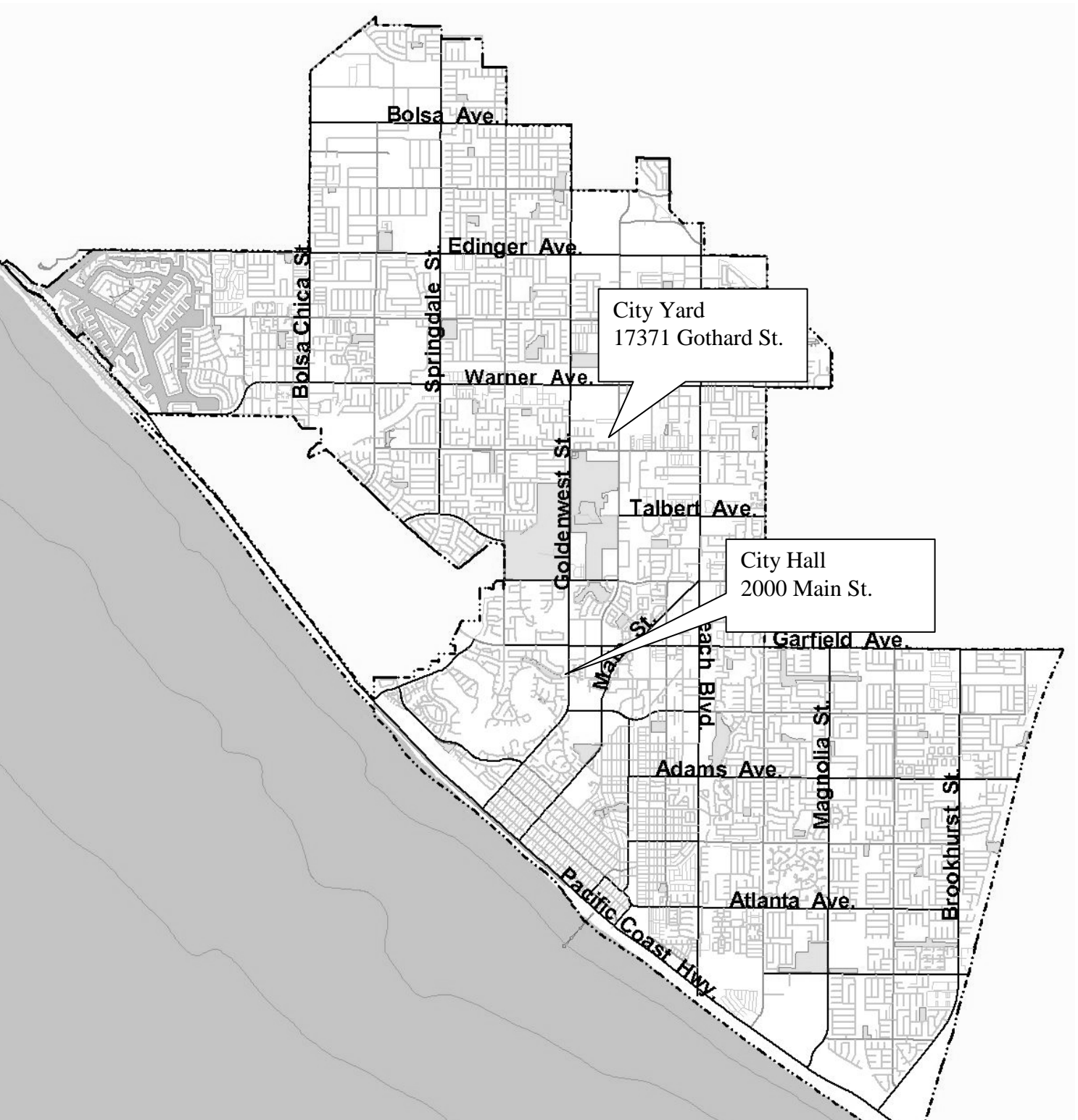
VENDOR NAME: _____

Awarding Vendor will furnish Equipment, Fuel and Labor for Vehicle Cleaning

Item#	Approx. Qty	Description – per vehicle	Unit price	Total Price
1	250	Exterior Wash		
2	250	Interior Clean		
3	Varies	Complete Detail		
		Waste Water Removal Fee if necessary:		

Total Amount of Bid in Figures:	
Total Amount of Bid in Words:	

Appendix II (Location Map)



**CITY OF HUNTINGTON BEACH
INSTRUCTION TO BIDDERS**

If the bidder is responding from our Website you must notify the appropriate buyer, which is listed on the front page of the RFQ. This is to notify the bidder of any addendums that may occur during the bidding process.

ALL PAGES OF THE BID MUST BE RETURNED

EXAMINATION OF BID Each bidder is responsible for examining the invitation to bid and submitting its bid complete and in conformance with these instructions.

DISCREPANCIES IN BID DOCUMENTS Should bidder find discrepancies in, or omissions from the invitation to bid, or if the intent of the invitation is not clear, and if provisions of the specifications restrict bidder from bidding, they may request in writing that the deficiency(s) be modified. Such request must be received by the City's Central Service Manager five (5) days before bid opening date. All bidders will be notified by addendum of any approved changes in the invitation to bid documents.

ORAL STATEMENTS The City of Huntington is not responsible for oral statements made by any of their employees or agents concerning this invitation to bid. If the bidder required specific information, bidder must request that it be supplied in writing by the City of Huntington Beach.

BRAND NAMES AND SPECIFICATIONS The detailed specifications and/or brand names stated are descriptive only and indicate quality, design, and construction of items required. Offers will be considered to supply articles substantially the same as those described herein provided the articles are equal in quality, durability, and fitness from the variation in the bid. Acceptability of alternate will be determined solely by the City of Huntington Beach. Bidder must submit specifications when bidding alternative equipment.

RIGHT TO REJECT City reserves the right to reject at any time any or all bids, or parts thereof, and to waive any variances, technicalities and informalities which do not impair the quality, utility, durability, or performance of the items.

SAMPLES Samples of items, when requested or required, must be furnished to the city free of expense to the city and, if not destroyed by tests will, upon request, be returned at the bidder's expense.

PRICES Individual item pricing must be shown for each line item. In case of error in extension of prices, unit price will govern. All prices must be firm for the contract term unless the city specifically provides for adjustment. All quotations must be FOB delivered.

FORM OF BID AND SIGNATURE The bid must be made on this form only. Bid should be enclosed in a sealed envelope, showing the Request for Quotation Number in the lower left corner, and addressed to the City of Huntington Beach, 2000 Main street, Huntington Beach CA 92648-2702, Attn: Purchasing. This bid must be signed by an officer or authorized employee. Bids may be rejected if this form is not signed.

SUBMISSION DATE AND WITHDRAWAL OF BIDS Each bid must be delivered to the location and received on or before the due date and time stated. Bids may be withdrawn without prejudice, providing the Central Service Division receives the written request no later than the time set for opening bids. Withdrawals will be returned to bidder unopened. **FAXED BID IS NOT ACCEPTABLE.**

AWARD OF CONTRACT The City reserves the right to award this Contract by item or in its entirety, whichever is in the best interest of the City

APPENDIX III

Insurance Requirements/Encroachment Permit Applicants and Contractual Services

Please give these requirements to your insurance agent

City Resolution 2001-065 requires that licensees, lessees and vendors have an **approved** Certificate of Insurance (not a declaration, policy or statement) on file with the City for the issuance of any permit or city contract.

Simple receipt of an insurance certificate is not sufficient. The insurance certificate must be approved by the City Attorney's Office as to meeting all of the city's insurance requirements. Please be aware that part of the insurance requirement, the Additional Insured Endorsement Page (required for both the General Liability and the Automotive Insurance Policies), can take as much as a week or two to obtain. In addition, the typical insurance approval process varies from several days or more so it is strongly recommended that you have certificate(s) submitted at least one or two weeks prior to your scheduled needs. An original certificate is required or a PDF version attached to an email may be forwarded. If the insurance certificate is fax'd, it must come directly from the insurance provider to the City (not from the Insured) to ensure its validity.

- **Private Property Work Permit Requirements.**—If the planned work does not involve public property or its right-of-way (e.g., sidewalk/street or abutment to same), the Workers' Compensation Certificate is the only insurance requirement. However, if the work site is adjacent or attached to public property, the City Attorney's Office must be informed for consideration of liability and decides whether or not to approve the certificate with a specific *Private Property Only* approval stamp.
- **Encroachment (City/Public Property) Permit Requirements.**—General Liability, Automotive and Workers' Compensation are required (see *General Liability Insurance Certificate* below).
- **Consultant Services.**—Professional Liability Insurance Certificate is required (i.e., Legal, architectural, etc.) in addition to a General Liability Insurance Certificate and Workers' Compensation Insurance Certificate.
- **General Liability (GL) Insurance Certificate** of ≥\$1,000,000 combined single limit/per occurrence
An Additional Insured Endorsement Page is required bearing both the GLs policy number and specifically naming the City of Huntington Beach, its agents, officers and employees as additionally insured and, when applicable, the Redevelopment Agency of the City of Huntington Beach must also be named as additionally insured.

Per the resolution, the insured definition must read as "the insured is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you." **It is not to read**, "...but only with respect to liability arising out of your ongoing operations performed for that insured."

Type of coverage must be "per occurrence" not "claims made". "Claims made" designation is only acceptable for professional or pollution liability insurance.

Waiver Information.—The following information is required for completion of the City's internal insurance waiver form: A brief description of work and/or nature of business, timeframe for completion and dollar value. The exception to the waiver process is the General Liability's and Automotive's Additional Insured Endorsement Pages which cannot be waived. For substantial deductibles and/or SIRs a financial statement (e.g., Brad & Dunstreet, etc.) is required as part of the insurance waiver process.

- **Workers' Compensation Insurance Certificate** of statutory amount is required. If you have no employees, you must sign a Declaration of Non-employee Status form in lieu of a certificate of insurance or provide a certificate of Consent to Self-Insure issued by the California Director of Industrial Relations.

- **Professional Liability Insurance Certificate** of ≥of \$1,000,000 (applicable for professional services)

Type of coverage "Claims Made" designation is acceptable for professional or pollution liability insurance.

In addition to the above, ALL certificates must contain the following:

Insurance Carrier Rating.—Insurance must be placed with a California-admitted carrier with a current A.M. *Best Rating* of ≥ A: VII. If this is not possible an insurance waiver is required.

Certificate Holder.--The City of Huntington Beach (2000 Main Street, Huntington Beach, CA 92648, Attn: Risk Management).

Deductible, Self-Insurance Retention (SIR), --The city maintains a zero deductible/SIR requirement. Any deductibles/SIRs in force must be listed on the certificate. In the event of any deductible/SIR, the city has an insurance waiver procedure to request a **waiver of the zero deductible requirement (see Waiver Procedure below).**

Cancellation Clause Notice.--There must be a thirty (30) day notice for policy cancellation. A ten (10) day notice for cancellation for non-payment of premiums and/or salary reporting is acceptable in combination with the required 30-day notice.

Waiver Procedure.—In lieu of meeting the City's insurance requirements, the insured can request a waiver of a specific requirement. To do so, the insured must provide the City with a brief description of the work/project (one to two sentences), the timeframe for completion and the dollar value of the work/project. (not cost but value to the Insured). For a substantial dollar deductible/SIR, a financial statement (e.g., Dunn & Bradstreet, etc.) is required for the approval process. Upon receipt of this information, the City's internal waiver form should be completed and attached to the insurance certificate and submitted for approval to the pertinent City Department Head, the Risk Manager and the City Attorney. The approval process can take from one (1) day in a best case scenario to seven working days for completion.

- **General Contractor/Sub-contractor(s).**—Both the general- and their sub-contractors must provide proof of insurance subject to the City's insurance requirements.

Please forward these requirements to your insurance agent/producer for their processing of your insurance certificates.